



MEMORANDUM

TO: AP Coordinators
FROM: Becky Kennedy, AP Coordinator
SUBJECT: AP Invoices
DATE: May 9, 2008

Please refer to the information below for completing your school's AP invoice. An AP exam decision-tree is described at the bottom of this memo to assist with the completion of the invoice.

- State funding for AP exams is available **exclusively** for students in **grades 11 and 12** who take **AP Science and Mathematics exams**.
- Students **must** be enrolled in one or more of the following AP courses in order for the exam to be covered by the state funding: AP Calculus AB, AP Calculus BC; AP Statistics; AP Biology; AP Chemistry; AP Environmental Science; AP Physics B; AP Physics C: Electricity and Magnetism; AP Physics C: Mechanics.
- AP Computer Science A or AP Computer Science AB are **NOT** considered math or science courses and those AP exams are **NOT** covered by the funding described in this memo.
- Federal funding is available for AP exams not covered by state funds. Federal funds are available for any student who is enrolled in an AP course and qualifies for the **free and reduced lunch program**.
 - Grade 9 and 10 students, who qualify for free & reduced lunch **and** who are enrolled in an Advanced Placement mathematics and science courses, may have the entire cost of all AP exams paid, **INCLUDING** the mathematics and science AP exams.
 - Grade 11 and 12 students, who qualify for free & reduced lunch **and** who are enrolled in an Advanced Placement course may have the cost of AP exams paid, **EXCLUDING** the mathematics and science exams which are covered by the state funding.

The following guidelines must be followed in order for the Indiana Department of Education (IDOE) to pay the invoice each school submits to the College Board.

- Students **must be enrolled** in the associated AP course to be eligible for AP state and federal funding.
- Each course which uses the "AP" title and provides "AP" on a student transcript **must be approved through the College Board AP Audit**. This process must be repeated with each new AP teacher and/or AP course. The Department of Education cannot pay for AP exam fees for students who are **retaking AP exams**. **These exams may not be included in the number of exams** which are paid by state or federal funds.

Schools must submit the College Board AP Exam Invoice: State Copy to the Indiana Department of Education by June 30, 2008 in order for exam costs to be funded.

Please refer to the IDOE AP webpage for additional AP information, updates and steps to accurately complete invoices: http://www.doe.state.in.us/opd/advpla/adv_pla.htm

